

**Town of Los Altos Hills**  
**Schedule of Fees, Deposits, Charges for Service, and Other Assessments**

Effective date - January 4, 2005

Category/Process

AMOUNT OF
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Item/Description

Fee
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Deposit
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**I DEVELOPMENT PROCESS - PLANNING**

**A FEES AND CHARGES FOR SERVICES**

**1 Staff service rate - Planning Department**

Planning Director	\$185 per hour	
Senior Planner	\$135 per hour	
Associate Planner	\$120 per hour	
Assistant Planner	\$110 per hour	

**2 Consultant rate**

Including without limitation City Attorney, Town Geologist, engineering consultant, and Town Arborist	Applicable rate charged to Town + 5% administration charge	
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**3 General**

General plan amendment	\$1,040	\$1,300
Review of initial study	\$405	
Preparation of negative declaration	\$405	\$660
Preparation of draft EIR by staff	\$1,775	\$1,950
Review of draft EIR prepared by outside consultant	\$780	\$1,040

**4 Subdivision applications**

Tentative map: 4 lots or fewer	\$ 1,375 per resulting number of lots	\$6,500
More than 4 lots	\$ 1,375 per resulting number of lots	\$9,125
Time extension	\$265	\$265
Appeal	\$405	\$530
Amendment	\$710	\$785

Final map: 4 lots or fewer	\$1,040	\$2,600
More than 4 lots	\$1,040	\$6,500

Final map certificate of correction	\$685	\$810
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Pathway in-lieu fee	\$46 per lineal foot of the average width of the property or \$5,100, whichever is greater, for each lot without a path (one-time charge per lot)	
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Roadway improvements	\$13 per lineal foot	
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Recreation in-lieu fee	See LAH Municipal Code Sec 9-1.1403	
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Storm drainage fee - development area within public right-of-way or easements	\$.56 per square foot	
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Lot line adjustment	\$1,040 per resulting number lots	\$2,610
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	Fee	Deposit
Item/Description		
Lot merger	\$1,040 per resulting number lots	\$2,610
Town inspection of public improvements (does not include inspection requirements of other public agencies)	\$135	10% of total improvement
<b>5 Annexation</b>		
Number of lots: 4 lots or fewer	\$ 1,375 per number of lots	\$6,500
More than 4 lots	\$ 1,375 per number of lots	\$9,125
Time extension	\$265	\$265
Appeal	\$405	\$530
Amendment	\$710	\$785
<b>6 Zoning</b>		
Zoning permit (fee can be waived for zoning permit if site development permit is also required)		
Staff-level review and approval		
No grading, drainage, or measuring (No variance)	\$85	
No grading or drainage, but requiring measuring	\$110	
Site development committee level review and approval	\$210	\$405
<b>7 Conditional use permit (CUP) and conditional development permit (CDP)</b>		
Application	\$1,170	\$1,320
Appeal	\$405	\$405
Renewal or amendment	\$405	\$405
<b>8 Variances</b>		
Major: Application	\$1,370	\$1,370
Appeal	\$405	\$405
Minor: Application	\$660	\$660
Appeal	\$405	\$405
Fence line Application	\$280	\$270
Appeal	\$405	\$405
<b>9 Site analysis</b>	\$155	\$155
<b>10 Site development</b>		
Geologic review	Applicable rate charged to Town	\$1,320
Permit approval	+ 5% administration charge	
Basic charges:		
Staff-level review and approval		
No measuring of plans and no grading or drainage charges	\$85	\$130

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Item/Description		Fee	Deposit
(e.g., fences, dishes)			
All others		\$115	\$305
Site development committee-level review and approval		\$840	\$915
Planning committee-level review and approval		\$2,150	\$2,150
Additional charges			
In-lieu payments for road improvements	\$13 per square foot		
Pathways	\$46 per lineal foot of the average width of the property or \$5,100, whichever is greater, for each lot without a path (one-time charge per lot)		
Permit modification		\$280	\$405
Appeal		\$405	\$660
ExtensioStaff level		\$140	\$145
Council level		\$280	\$405
<b>11 Street and pathway excavation permit</b>			
Permit fee		\$135	
Other charges, where applicable:			
Street	\$8 per square feet of surface area being excavated; \$485 minimum		
Pathway	\$1 per square feet of surface area being excavated; \$485 minimum		
<b>B MISCELLANEOUS</b>			
1 Other request or actions requiring planning commission or Council action		\$405	\$405
2 Service request - request for review or information that require more than the standard counter staff time		\$85	\$135
<b>C ENVIRONMENTAL MONITORING</b>			
Inspection of landscape plantings, required storm drainage maintenance programs, etc.		\$210	\$460
<b>D MONETARY PENALTIES</b>			
Application process violation - site development permit; vairance; CUP; CDP	10 times fee charged		
<b>E ZONING ORDINANCE INTERPRETATION</b>		\$280	\$405
<b>II BUILDING PROCESS: PLAN REVIEWS, PERMITS, AND INSPECTIONS - BUILDING</b>			
<b>A FEES AND CHARGES FOR SERVICE</b>			
<b>1 Construction and structural addition</b>			
As per Municipal Code, Chapter 7, Section 8-7.01, Building Construction and Structural Addition Change			
New dwelling		\$ 1,050	

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**Category/Process**

Item/Description	AMOUNT OF	
	Fee	Deposit
Addition to any building - including remodels costing more, in dollars, than 100 times the square footage computation of the total structure	\$ .61 per square foot of floor area added	
<b>2 Planned drainage facilities</b>		
Impermeable structure	\$.81 per square foot of development being added	
Semipermeable structure	\$.56 per square foot of development being added	
<b>3 Building permit</b>		
Valuation - new dwelling or addition		
Habitable space	\$107 per square foot	
Garages	\$26 per square foot	
Decks	\$11 per square foot	
Permit fee: Projects other than small projects	\$125 plus .51% of the valuation	
Permit fee: Small projects (satellite dishes, decks less than 200 square feet, sheds less than 200 square feet, window replacements, deck repairs, gazebos, chimney repairs, fences less than 200 lineal feet) or other small projects approved by the City Manager	\$80	
Other projects		
Bedroom	\$75 per bedroom	
Plus (depending on valuation)		
\$ 1 to \$ 2,000	\$55	
\$ 2,001 and up	\$130 plus .51% of the valuation	
Plan review fee	65% of permit fee	
Plan retention fee	\$12 per page of plans	
Final deposit - based on total valuation		
Less than \$ 10,000	\$100	
\$ 10,000 or more	1% of the v	
Site development compliance inspection - collected at building plan submittal stage and required only when project is based on a site development permit	\$575	
Roadway impact fee	For permit valuations at or above \$10,000: .63% of valuation	
Energy fee (state imposed)		
Any new dwelling or habitable addition to an existing dwelling	15% of building permit	
Formula = 1.65 x (.15 x building permit fee)		
Strong motion instrumentation program (state imposed)	\$.10 per \$1,000 of assessed valuation	
<b>4 Other inspections and plan reviews</b>		

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A requested inspection, when no permit is needed			\$130 per hour
Outside normal business hours		\$130 per hour, with a 2-hour minimum	
Reinspection			\$130 per hour
Inspection for which no fee is otherwise indicated			\$130 per hour
Additional plan reviews			\$130 per hour
Code compliance inspection and letter			\$130 per hour
<b>5 Electrical permits</b>			
e.g., panel, service change, repair, landscape lighting, wiring and material per 1990 NEC			
New homes and additions are more than the minimum fees			
Issuance fee			\$50
Permit fee - new residential structures		\$.06/sq ft of total square footage	
<b>6 Plumbing permits</b>			
e.g., water heater, waterline change/repair per 30.1 UPC			
Issuance fee			\$50
Permit fee - new residential structures		\$.06/sq ft of total square footage	
<b>7 Mechanical permits</b>			
e.g., furnace replacement, air conditioner, gasline per 301 (a) UMC			
Issuance fee			\$50
Permit fee - new residential structures		\$.06/sq ft of total habitable square footage	
<b>8 Re-roofs and termite repair</b>			
Not requiring plan check		.51% of project valuation or \$175,	
If plan check is required, an additional fee is assessed		whichever is greater	
<b>B MONETARY PENALTIES</b>			
When construction is begun before the appropriate permit is obtained			
Building permit			Up to 4 times normal fee
Electrical permit			Up to 4 times normal fee
Plumbing permit			Up to 4 times normal fee
Mechanical permit			Up to 4 times normal fee

**III PUBLIC WORKS**

**A FEES AND CHARGES FOR SERVICE**

**1 Staff service rate - Engineering Department**

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**Effective date - January 4, 2005**

**Category/Process**

**AMOUNT OF**

**Item/Description**

**Fee**

**Deposit**

Public Works Director/City Engineer	\$200 per hour	
Associate Engineer	\$145 per hour	
Assistant Engineer	\$125 per hour	
Engineering Technician	\$110 per hour	

**2 Sewage disposal**

Private sewage disposal systems

License to pump *	The respective amounts
Installation of new system *	shall be the same as
Repair/reconstruction of system	the amounts set, from
Repair/reconstruction of system *	time to time, by the
Soil percolation test hole (for every 4 holes, or portion thereof) *	County of
Review of subsequent development plans *	Santa Clara

\* Paid to Santa Clara County Environmental Health Services

Appeal of any enforcement action - filing fee and deposit	\$500	\$825
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Altamont trunk sewer line connection - connection charge	\$200	
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Los Altos sewer connection

Connection charge	Set by City of Los Altos	
Annual service charge per unit of service **	Set by City of Los Altos	

Palo Alto sewer connection and service

Connection charge	\$825	
Annual service charge per unit of service **	Set by City of Palo Alto	

\*\* Units of service:

Residence	\$1.00 unit
Church	\$1.00 unit
Country club	\$2.68 units
Office	\$1.84 units
Fire station	\$3.00 units
Elementary or junior high without gymnasium and/or cafeteria	\$1.00 unit for each 26 students in average daily attendance
Junior high school with gymnasium and/or cafeteria	\$1.00 unit for each 20 students in average daily attendance
High school	\$1.00 unit for each 15 students in average daily attendance
Junior college	\$1.00 unit for each 10 students in average daily attendance
Boarding school/convent	\$1.00 unit for each 3.5 students/residents in average daily attendance, plus \$12 for each 10 nonresidents

Industrial waste discharge permit	Any direct and indirect costs incurred by the Town	
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Liquid waste truckers discharge permit	All treatment and disposal costs	
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Solid waste collection and disposal monthly fee	Varies by level of service and set by separate resolution	
3 Encroachment into the public right-of-way		
Application fee	\$510	\$535
Encroachment permit		
Underground	\$13 per linear foot of standard trench or \$380, whichever is greater	
Fence; wall; irrigation; driveway cuts	\$13 per lineal foot of easement precluded from public use or \$560, whichever is smaller	
4 Traffic impact fees on refuse trucks	\$3.04 per month for each refuse account	
IV MISCELLANEOUS AND ADMINISTRATIVE ACTIVITIES		
A REIMBURSEMENT OF TOWN ADMINISTRATIVE COSTS		
Includes, but not limited to, litter clean-up, private excavation work, weed abatement, etc., as required by Code enforcement	Actual direct cost + administration and overhead	
Service charge for return of illegally placed real estate signs on public property	\$65	
Issuance of duplicate (replacement) business license; issuance of duplicate if original is lost or destroyed	\$35	
False security or fire alarm within 12 months of first false alarm:		
Third	\$100	
Fourth	\$150	
Fifth and each subsequent false alarm	\$200	
Transportation or discharge of weapons	\$180 plus overhead	
File search - Town Hall and records center	100% of staff time + overhead of 40%	
Duplication of official copies of plans and professional reports	\$1 per page; minimum charge of \$25	
Copies of specific Town documents:		
City code	\$200 + overhead	
General Plan	\$45	
Geological hazards map	\$25	
Comprehensive Annual Financial Report	\$35	
Annual Operating and Capital Improvement Program Budget	\$35	
Folio text	\$25	
Address maps	\$5	
Subdivision ordinance packet	\$10	
Annual subscription to: *		
Site development agendas	\$50	
Planning commission		
Agendas	\$35	
Minutes	\$50	
Both	\$85	
City Council		
Agendas	\$50	

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**AMOUNT OF**

**Item/Description**

**Fee**

**Deposit**

Minutes	\$75	
Both	\$125	

\* Charges are reduced to one-half of these amounts at mid-year

**Miscellaneous copying**

Hard copy (8 1/2" by 11") from hard copy	\$ .25 per copy	
Hard copy (8 1/2" by 11") from on-line records service	\$ .75 per copy	
Hard copy (8 1/2" by 11") from microfiche	\$ .75 per copy	

Copies sent to printing vendor	Applicable rate charged to Town	
	+ \$3.00 per order	

Street address changes	\$160	
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**B TAXES**

<b>1 Real property transfer tax</b>	\$ .275 per \$ 500 in assessed value, or fraction thereof
<b>2 Sales tax</b>	1% of gross receipts
<b>3 Use tax</b>	1% of sales price
<b>4 Business license tax</b>	

Architect	\$125
Contractors: General	\$250
Sub-contractor - 1 person	\$120
Sub-contractor - more than 1 person	\$150
Delivery truck	\$0
Engineer	\$100
Home occupation	\$100
Keeping or stabling horses: First 2 horses	\$75
Each of next 10	\$5
Each in excess of 12	\$3
Private schools, day care facilities, and board and care facilities	\$100
Real estate broker: First broker	\$140
Each of next 2 brokers or salespersons	\$30
Each additional broker or salesperson	\$10
First 3 employees	\$11
Each additional employee	\$2
Recreational facility	\$150
Septic tank pumpers	\$150
Services, e.g., appliance repair, pool services, pest control, gardeners:	
Per year	\$50
Per quarter	\$8
Others, including real estate appraisers	\$150
Transferring a business from one address within Town to another	\$28

**C MONETARY PENALTIES**



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Category/Process		AMOUNT OF	
Item/Description		Fee	Deposit
<b>1 Business license tax</b>			
Failure to pay when due		10% per month, to a maximum of 50%	
<b>2 Return of check for insufficient funds</b>			\$25
<b>3 Town invoices</b>			
Payment due			Net 30 days
Delinquent charge			12% interest annually
<b>4 Collections costs</b>			
		Amount of Town invoice plus collection agency costs	
<b>D ANIMAL CONTROL CHARGES</b>			
		Various charges for licenses, impoundment, boarding and disposal set by City of Palo Alto, Animal Control Services	